

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**



MANPOWER STANDARD 23FIAR

28 AUGUST 2003

Manpower Standard

AEROSPACE GROUND EQUIPMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the NGB PDC WWW site at:
<http://www.ngbpdc.ngb.army.mil/angseries.asp>

OPR: ANG/XPME (Mr. G. W. Tatum III)

Certified by: ANG/CS (Col S. Wassermann)

Pages: 23

Distribution: F

This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the 189th Airlift Wing whose mission it is to provide aircrew training for students from each branch of the military that flies the C-130 aircraft and from 27 foreign countries. This standard applies to the 189th Airlift Wing, Little Rock Air Force Base, Arkansas, and encompasses all major processes performed within the Aerospace Ground Equipment (AGE) function. It does not apply to any other units. This standard is applicable to peacetime operations only. The Air National Guard (ANG) is authority for the approval and publication of ANG Manpower Standards. Air Force (AF) and ANG directives contain policy and procedural guidance for the operation of the Aerospace Ground Equipment function. This standard was developed in accordance with AF Instruction (AFI) 38-201, *Determining Manpower Requirements*, and AF Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP) Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME/Operating Location TN [OLTN]), 106 Briscoe Drive, McGhee Tyson Air National Guard Base, TN 37777-6283.

1.	STANDARD DATA	3
2.	APPLICATION INSTRUCTIONS	3
3.	STATEMENT OF CONDITIONS	3
Attachment 1 -	GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	4

Attachment 2 -	PROCESS ORIENTED DESCRIPTION AEROSPACE GROUND EQUIPMENT	6
Attachment 3 -	MANPOWER TABLE	23

1. STANDARD DATA.

1.1. Man-hour Data Sources: The Operational Audit (historical record and technical estimate) technique was used to collect/determine man-hour/manpower data.

1.2. Standard Manpower Equation: $Y = 268.2 + 5.174X$.

1.3. Workload Factor.

1.3.1. Title: X = Aerospace Ground Equipment (AGE) Assigned.

1.3.2. Definition: Aerospace Ground Equipment authorized to support the wing flying mission.

1.3.3. Source: Annual AGE inventory maintained by ANG/LGMM.

1.4. Points of Contact.

1.4.1. Functional: Col John J Samuhel, 189 MX/CC

1.4.2. Manpower: George W. Tatum III, ANG/XPME/OLTN

2. APPLICATION INSTRUCTIONS.

2.1. Equation. Apply the equation in Paragraph 1.2., to determine the required man-hours.

2.2. Man-Hour Availability Factor (MAF). Divide the resulting man-hours by the appropriate MAF/overload factor. The answer, rounded up, will quantify the required manpower.

2.3. Upper and Lower Extrapolation Limits:

2.3.1. $Y_U = 904.300$

2.3.2. $Y_L = 542.580$

3. STATEMENT OF CONDITIONS. The normal hours of operation for this function are 80 hours per two-week period. The alternate work schedule of eight nine hour days, and one eight hour day is the norm. No environmental, equipment, or facility conditions affect this Manpower Standard.

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***References*

AFI 38-201 *Determining Manpower Requirements*

AFMAN 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Process*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP)-Quantification Tools*

AFMS 00AA, *Standard Indirect Description*

Abbreviations and Acronyms

AF - Air Force

AFMS - Air Force Manpower Standard

AFOSH - Air Force Occupational Safety and Health

AFSC - Air Force Specialty Code

AGE - Aerospace Ground Equipment

ANG - Air National Guard

ANGMS - Air National Guard Manpower Standard

CAMS - Core Automated Maintenance Automated System

CTK - Consolidated Tool Kit

DIFM - Due In From Maintenance

DRMO - Defense Reutilization and Marketing Office

FOD - Foreign Object Damage

IAW - In Accordance With

IMT - Information Management Tool

IMT - Information Management Tool

MAF - Man-Hour Availability Factor

MAF - Man-Hour Availability Factor

MEP - Management Engineering Program

MSI - Manpower Standards Implementation

NSN - Determines National Stock Number

PMEL - Precision Measurement Equipment Laboratory

PME - Precision Measurement Equipment

POD - Process Oriented Description

PPE - Personal Protective Equipment

QEC - Quick Engine Change

TA - TableOf Allowance

TCTO - Time Compliance Technical Order

TO - Technical Order

UMD - Unit Manpower Document

UTA - Unit Training Assembly

Terms

Air National Guard Manpower Standard (ANGMS). A numbered, specialized publication that quantifies manpower requirements for a work center, it also includes approved vaiances. See AFI 38-201.

Man-Hour. A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or similar combination of people working at a normal pace for a period of time equal to 60 minutes.

Manpower Standard. The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

Process Oriented Description. A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

Attachment 2

**PROCESS ORIENTED DESCRIPTION
AEROSPACE GROUND EQUIPMENT**

Table A2.1. Listing of Functional Processes.

1.	EQUIPMENT MAINTENANCE:
1.1.	PERFORMS POWERED AGE EQUIPMENT INSPECTION/MAINTENANCE. Determines/performs repair/adjustment, services/cleans unit, performs operational check and completes documentation.
1.1.1.	PERFORMS DIESEL GENERATOR (AM32A-86D) INSPECTION. Performs inspection, maintenance and refueling.
1.1.1.1.	PERFORMS PERIODIC AND CORROSION INSPECTION. Performs operational check and corrosion look phase. Change oil, oil filter, fuel filters, and battery inspection
1.1.1.2.	PERFORMS SPECIAL INSPECTION. Installs or inspects brake and wheel bearing, lubricates ball bearing, and replaces valve cover gasket and air filter element.
1.1.1.3.	PERFORMS UNSCHEDULED MAINTENANCE. Performs minor and major maintenance in accordance with (IAW) applicable TO/overhaul instruction. Removes, replaces, installs, uncrates/crates, repairs and performs general maintenance on component.
1.1.1.4.	PERFORMS SERVICE INSPECTION. Reviews form, services unit, checks serviceability of exterior unit panels, starts unit, services parking brake. Check Radiator for leaks and service if needed.
1.1.2.	PERFORMS DIESEL GENERATOR (A/M32A-103) INSPECTION. Performs inspection, maintenance and refueling.
1.1.2.1.	PERFORMS PERIODIC AND CORROSION INSPECTION. Performs operational check and corrosion look phase. Change oil, oil filter, fuel filters, and battery inspection.
1.1.2.2.	PERFORMS SPECIAL INSPECTION. Installs or inspects brake and wheel bearing, lubricates ball bearing, and replaces valve cover gasket and air filter element.

1.1.2.3.	PERFORMS UNSCHEDULED MAINTENANCE. Performs minor and major maintenance IAW TO/overhaul instruction. Removes, replaces, installs, uncrates/crates, repairs and performs general maintenance on component.
1.1.2.4.	PERFORMS SERVICE INSPECTION. Reviews form, services unit, checks serviceability of exterior unit panels, starts unit, services parking brake. Check Radiator for leaks and service if needed.
1.1.3.	PERFORMS LOW PRESSURE AIR COMPRESSOR (MC-2A) INSPECTION. Performs inspection, maintenance and refueling.
1.1.3.1.	PERFORMS PERIODIC AND CORROSION INSPECTION. Performs operational check and corrosion look phase. Change oil, oil filter, fuel filters, air filters and battery inspection.
1.1.3.2.	PERFORMS SPECIAL INSPECTION. Installs or inspects brake and wheel bearing, lubricates bearing, and air filter element.
1.1.3.3.	PERFORMS UNSCHEDULED MAINTENANCE. Performs minor and major maintenance IAW TO/overhaul instruction. Removes, replaces, installs, uncrates/crates, repairs and performs general maintenance on component.
1.1.3.4.	PERFORMS HYDROSTATIC TEST. Test air receiver tank.
1.1.3.5.	PERFORMS SERVICE INSPECTION. Reviews form, services unit, checks serviceability of exterior unit panels, starts unit, services parking brake. Check Radiator for leaks and service if needed.
1.1.4.	PERFORMS DIESEL AIR COMPRESSOR (7MC-2A) INSPECTION. Performs inspection, maintenance and refueling.
1.1.4.1.	PERFORMS PERIODIC AND CORROSION INSPECTION. Performs operational check and corrosion look phase. Change oil, oil filter, fuel filters, and battery inspection.
1.1.4.2.	PERFORMS SPECIAL INSPECTION. Performs wheel bearings and brake drum inspection.
1.1.4.3.	PERFORMS UNSCHEDULED MAINTENANCE. Performs minor and major maintenance IAW TO/overhaul instruction. Removes, replaces, installs, uncrates/crates, repairs and performs general maintenance on component.
1.1.4.4.	PERFORMS HYDROSTATIC TEST. Test air receiver tank.
1.1.4.5.	PERFORMS SERVICE INSPECTION. Reviews form, services unit, checks serviceability of exterior unit panels, starts unit, services parking brake.

1.1.5.	PERFORMS HIGH VOLUME LOW PRESSURE AIR COMPRESSOR (MC-7) INSPECTION:
1.1.5.1.	PERFORMS PERIODIC AND CORROSION INSPECTION. Performs operational check and corrosion look phase. Change oil, oil filter, fuel filters, and battery inspection.
1.1.5.2.	PERFORMS SPECIAL INSPECTION. Performs wheel bearings and brake drum inspection.
1.1.5.3.	PERFORMS UNSCHEDULED MAINTENANCE. Performs minor and major maintenance IAW TO/overhaul instruction. Removes, replaces, installs, uncrates/crates, repairs and performs general maintenance on component.
1.1.5.4.	PERFORMS SERVICE INSPECTION. Reviews form, services unit, checks serviceability of exterior unit panels, starts unit, services parking brake. Check Radiator for leaks and service if needed.
1.1.5.5.	PERFORMS HYDROSTATIC TEST. Test air receiver tank.
1.1.6.	PERFORMS DIESEL ENGINE-DRIVEN LIGHTING (FL-ID) INSPECTION. Performs inspection, maintenance and refueling.
1.1.6.1.	PERFORMS PERIODIC AND CORROSION INSPECTION. Performs operational check and corrosion look phase. Change oil, oil filter, fuel filters, and battery inspection.
1.1.6.2.	PERFORMS SPECIAL INSPECTION. Performs wheel bearings and brake drum inspection.
1.1.6.3.	PERFORMS UNSCHEDULED MAINTENANCE. Performs minor and major maintenance IAW TO/overhaul instruction. Removes, replaces, installs, uncrates/crates, repairs and performs general maintenance on component.
1.1.6.4.	PERFORMS SERVICE INSPECTION. Reviews form, services unit, checks serviceability of exterior unit panels, starts unit, services parking brake. Check radiator for leaks and service if needed.
1.1.7.	PERFORMS DIESEL-DRIVEN FLOODLIGHT (NF-2D) INSPECTION:
1.1.7.1.	PERFORMS PERIODIC AND CORROSION INSPECTION. Performs operational check and corrosion look phase. Change oil, oil filter, fuel filters, and battery inspection.
1.1.7.2.	PERFORMS SPECIAL INSPECTION. Performs wheel bearing and brake drum inspection.

1.1.7.3.	PERFORMS UNSCHEDULED MAINTENANCE. Performs minor and major maintenance IAW TO/overhaul instruction. Removes, replaces, installs, uncrates/crates, repairs and performs general maintenance on component.
1.1.7.4.	PERFORMS SERVICE INSPECTION. Reviews form, services unit, checks serviceability of exterior unit panels, starts unit, services parking brake. Check Radiator for leaks and service if needed.
1.1.8.	PERFORMS A/M32A-8 (LOAD BANK) INSPECTION: Performs inspection, maintenance and troubleshooting.
1.1.8.1.	PERFORMS PERIODIC AND CORROSION INSPECTION.
1.1.8.2.	PERFORMS SPECIAL INSPECTION. Performs wheel bearings and brake drum inspection.
1.1.8.3.	PERFORMS UNSCHEDULED MAINTENANCE. Removes, replaces, installs, uncrates/crates, repairs and performs general maintenance on component.
1.1.8.4.	PERFORMS SERVICE INSPECTION. Review forms, services unit, checks serviceability of exterior unit panels, services parking brake.
1.1.9.	PERFORMS A/M32A-95 (AIR START CART) INSPECTION: Performs inspection, maintenance and refueling.
1.1.9.1.	PERFORMS PERIODIC AND CORROSION INSPECTION. Performs operational check and corrosion look phase. Change oil, oil filter, fuel filters, and battery inspection.
1.1.9.2.	PERFORMS SPECIAL INSPECTION. Performs wheel bearings and brake drum inspection.
1.1.9.3.	PERFORMS UNSCHEDULED MAINTENANCE. Performs minor and major maintenance in accordance with IAW applicable TO/overhaul instruction. Removes, replaces, installs, uncrates/crates, repairs and performs general maintenance on component.
1.1.9.4.	PERFORMS SERVICE INSPECTION. Reviews form, services unit, checks serviceability of exterior unit panels, starts unit, services parking brake.
1.1.10.	PERFORMS GSU-62/M (PURGE UNIT) INSPECTION:
1.1.10.1.	PERFORMS PERIODIC AND CORROSION INSPECTION. Performs operational check and corrosion look phase. Change oil, oil filter, and air filter.
1.1.10.2.	PERFORMS SPECIAL INSPECTION. Performs wheel bearings and brake drum inspection.

1.1.10.3.	PERFORMS UNSCHEDULED MAINTENANCE. Performs minor and major maintenance in accordance with IAW applicable TO/overhaul instruction. Removes, replaces, installs, uncrates/crates, repairs and performs general maintenance on component.
1.1.10.4.	PERFORMS SERVICE (PRIOR TO USE) INSPECTION. Check power cord, oil, and for leaks.
1.1.11.	PERFORMS MA-3D AIR CONDITION INSPECTION. Performs inspection, maintenance and refueling.
1.1.11.1.	PERFORMS PERIODIC AND CORROSION INSPECTION. Performs operational check and corrosion look phase. Change oil, oil filter, fuel filters, and battery inspection
1.1.11.2.	PERFORMS SPECIAL INSPECTION. Performs wheel bearings and brake drum inspection.
1.1.11.3.	PERFORMS UNSCHEDULED MAINTENANCE. Performs minor and major maintenance IAW TO/overhaul instruction. Removes, replaces, installs, uncrates/crates, repairs and performs general maintenance on component
1.1.11.4.	PERFORMS SERVICE INSPECTION. Reviews form, services unit, checks serviceability of exterior unit panels, starts unit, services parking brake. Check radiator for leaks and service if needed. Check cooling systems for operation and leaks.
1.1.12.	PERFORMS DIESEL HYDRAULIC TEST STAND INSPECTION. Performs inspection, maintenance and refueling.
1.1.12.1.	PERFORMS PERIODIC AND CORROSION INSPECTION. Performs operational check and corrosion look phase. Change oil, oil filter, fuel filters, and battery inspection.
1.1.12.2.	PERFORMS SPECIAL INSPECTION. Performs wheel bearings and brake drum inspection.
1.1.12.3.	PERFORMS UNSCHEDULED MAINTENANCE. Performs minor and major maintenance IAW TO/overhaul instruction. Removes, replaces, installs, uncrates/crates, repairs and performs general maintenance on component
1.1.12.4.	PERFORMS HYDROSTATIC TEST. Test air receiver tank.
1.1.12.5.	PERFORMS SERVICE INSPECTION. Reviews form, services unit, checks serviceability of exterior unit panels, starts unit, services parking brake. Check radiator for leaks and service if needed.

1.1.13.	PERFORMS DIESEL HEATER (H-1) INSPECTION: Performs inspection, maintenance and refueling.
1.1.13.1.	PERFORMS PERIODIC AND CORROSION INSPECTION. Change oil, oil filters, fuel filter, and battery inspection. Perform operational check and corrosion look phase.
1.1.13.2.	PERFORMS SPECIAL INSPECTION. Performs wheel bearings and brake drum inspection.
1.1.13.3.	PERFORMS CARBON MONOXIDE TEST. Check for carbon monoxide in heat exchanger with tester.
1.1.13.4.	PERFORMS UNSCHEDULED MAINTENANCE. Performs minor and major maintenance IAW TO/overhaul instruction. Removes, replaces, installs, uncrates/crates, repairs and performs general maintenance on component.
1.1.13.5.	PERFORMS SERVICE INSPECTION. Check tires, fuel, oil, and overall condition, i.e. leaks. Check forms, parking brake and operate unit.
1.1.14.	PERFORMS HIGH VOLUME HIGH PRESSURE AIR COMPRESSOR (2MC-A) INSPECTION:
1.1.14.1.	PERFORMS PERIODIC AND CORROSIVE INSPECTION. Change oil, oil filters, fuel filter, and battery inspection. Perform corrosion look phase and operational checks.
1.1.14.2.	PERFORMS SPECIAL INSPECTION. Performs wheel bearings and brake drum inspection.
1.1.14.3.	PERFORMS HYDROSTATIC TEST. Test air receiver tank.
1.1.14.4.	PERFORMS UNSCHEDULED MAINTENANCE. Performs minor and major maintenance IAW TO/overhaul instruction. Removes, replaces, installs, uncrates/crates, repairs and performs general maintenance on component.
1.1.14.5.	PERFORMS SERVICE INSPECTION. Check tires, fuel, oil, and overall condition, i.e. leaks. Check forms, parking brake and operate unit.
1.1.15.	PERFORMS PMU-4/E VACUUM PUMP INSPECTION: Performs inspection, maintenance.
1.1.15.1.	PERFORMS PERIODIC AND CORROSION INSPECTION. Performs operational check and corrosion look phase.
1.1.15.2.	PERFORMS SPECIAL INSPECTION. Grease wheel bearings.

1.1.15.3.	PERFORMS UNSCHEDULED MAINTENANCE. Removes, replaces, installs, uncrates/crates, repairs and performs general maintenance on components.
1.1.15.4.	PERFORMS SERVICE (PRIOR TO USE) INSPECTION. Check power cord, oil, and for leaks.
1.1.16.	PERFORMS A/M32C-5 ELECTRIC AIR CONDITIONER INSPECTION: Performs inspection and maintenance.
1.1.16.1.	PERFORMS PERIODIC AND CORROSION INSPECTION. Performs operational check and corrosion look phase.
1.1.16.2.	PERFORMS SPECIAL INSPECTION. Installs or inspects brake and wheel bearing, lubricates ball bearing, and replaces mechanical filters, separators, cartridges, filter elements.
1.1.16.3.	PERFORMS UNSCHEDULED MAINTENANCE. Performs minor and major maintenance IAW TO/overhaul instruction. Remove, replaces, installs, repair and performs general maintenance on component.
1.1.16.4.	PERFORMS SERVICE INSPECTION. Reviews forms, services unit, check serviceability of exterior unit panel, starts unit, operates unit checking cooling system.
1.1.17.	PERFORMS AF/27M-1 JACKING MANIFOLD INSPECTION:
1.1.17.1.	PERFORMS PERIODIC AND CORROSION INSPECTION. Change oil, oil filters, fuel filter, and battery inspection. Perform corrosion look phase and operational checks.
1.1.17.2.	PERFORMS SPECIAL INSPECTION. Installs or inspects brake and wheel bearing, lubricates ball bearing, and replaces mechanical filters, separators, cartridges, filter elements.
1.1.17.3.	PERFORMS UNSCHEDULED MAINTENANCE. Performs minor and major maintenance IAW TO/overhaul instruction. Remove, replaces, installs, repair and performs general maintenance on component.
1.1.17.4.	PERFORMS SERVICE INSPECTIONS. Check tires, fuel, oil, and overall condition, i.e., leaks. Check forms, parking brake and operate unit.
1.1.18.	PERFORMS GLOBAL GL 1800 & LANDOLL DE-ICER INSPECTION:
1.1.18.1.	PERFORMS PERIODIC AND CORROSION INSPECTION. Change oil, oil filters, fuel filter, and battery inspection. Perform corrosion look phase and operational checks.

1.1.18.2.	PERFORMS SPECIAL INSPECTION. Inspect boom, hydraulics and pivot points.
1.1.18.3.	PERFORMS UNSCHEDULED MAINTENANCE. Performs minor and major maintenance IAW TO/overhaul instruction. Remove, replaces, installs, repair and performs general maintenance on component.
1.1.18.4.	PERFORMS SERVICE INSPECTIONS. Check tires, fuel, oil, and overall condition, i.e., leaks. Check forms, parking brake and operate unit
1.1.19.	PERFORMS JLG MANLIFT (DIESEL) INSPECTION:
1.1.19.1.	PERFORMS PERIODIC AND CORROSION INSPECTION. Change oil, oil filters, fuel filter, and battery inspection. Perform corrosion look phase and operational checks.
1.1.19.2.	PERFORMS SPECIAL INSPECTION.
1.1.19.3.	PERFORMS UNSCHEDULED MAINTENANCE. Performs minor and major maintenance IAW TO/overhaul instruction. Remove, replaces, installs, repair and performs general maintenance on component.
1.1.19.4.	PERFORMS SERVICE INSPECTIONS. Check tires, fuel, oil, and overall condition, i.e., leaks. Check forms, parking brake and operate unit.
1.2.	PERFORMS NON-POWERED AGE EQUIPMENT INSPECTION/ MAINTENANCE: Determines/performs repair/adjustment, services/cleans unit, performs operational check and completes documentation.
1.2.1.	PERFORMS MAINTENANCE PLATFORM (B-1) INSPECTION:
1.2.1.1.	PERFORMS PERIODIC AND CORROSION INSPECTION. Check hydraulic fluid, crack in frame and platforms. Performs look phase corrosion insp.
1.2.1.2.	PERFORMS SPECIAL INSPECTION. Re-pack (grease) wheel bearings.
1.2.1.3.	PERFORMS ANNUAL FLUSH. Flush hydraulic system.
1.2.1.4.	PERFORMS UNSCHEDULED MAINTENANCE. Performs minor and major maintenance IAW TO/overhaul instruction. Remove, replaces, installs, repair and performs general maintenance on component.
1.2.2.	PERFORMS MAINTENANCE PLATFORM (B-4A) INSPECTION:
1.2.2.1.	PERFORMS PERIODIC AND CORROSION INSPECTION. Check hydraulic fluid, crack in frame and platforms. Performs look phase corrosion inspection.

1.2.2.2.	PERFORMS SPECIAL INSPECTION. Re-pack (grease) wheel bearings.
1.2.2.3.	PERFORMS ANNUAL FLUSH. Flush hydraulic system. Change hydraulic fluid.
1.2.2.4.	PERFORMS UNSCHEDULED MAINTENANCE. Performs minor and major maintenance IAW TO/overhaul instruction. Remove, replaces, installs, repair and performs general maintenance on component.
1.2.3.	PERFORMS MAINTENANCE PLATFORM (B-5) INSPECTION:
1.2.3.1.	PERFORMS PERIODIC AND CORROSION INSPECTION. Check hydraulic fluid, cracks in frame and platform. Performs look phase corrosion inspection.
1.2.3.2.	PERFORMS SPECIAL INSPECTION. Re-pack (grease) wheel bearings.
1.2.3.3.	PERFORMS ANNUAL FLUSH. Flush hydraulic system, change hydraulic fluid.
1.2.3.4.	PERFORMS UNSCHEDULED MAINTENANCE. Performs minor and major maintenance IAW TO/overhaul instruction. Remove, replaces, installs, repair and performs general maintenance on component.
1.2.4.	PERFORMS AIRCRAFT STAND (B-2) INSPECTION:
1.2.4.1.	PERFORMS PERIODIC AND CORROSION INSPECTION. Check hydraulic fluid, cracks in frame and platform. Performs look phase corrosion inspection.
1.2.4.2.	PERFORMS SPECIAL INSPECTION. Re-pack (grease) wheel bearings.
1.2.4.3.	PERFORMS ANNUAL FLUSH. Flush hydraulic system.
1.2.4.4.	PERFORMS UNSCHEDULED MAINTENANCE.
1.2.5.	PERFORMS MOBILE OIL BOWSER (200 GAL) INSPECTION:
1.2.5.1.	PERFORMS PERIODIC AND CORROSION INSPECTION. Lubricate all points, check tires and accomplish corrosion look phase insp.
1.2.5.2.	PERFORMS SPECIAL INSPECTION. Check wheel bearings.
1.2.5.3.	PERFORMS UNSCHEDULED MAINTENANCE. Performs minor and major maintenance IAW TO/overhaul instruction. Remove, replaces, installs, repair and performs general maintenance on component.
1.2.6.	PERFORMS TRAILER (F2-A) INSPECTION:

1.2.6.1.	PERFORMS PERIODIC INSPECTION. Lubricate all points, check tires and accomplish corrosion look phase inspection.
1.2.6.2.	PERFORMS SPECIAL INSPECTION. Check wheel bearings.
1.2.6.3.	PERFORMS UNSCHEDULED MAINTENANCE. Remove, replaces, installs, repair and performs general maintenance on component.
1.2.7.	PERFORMS FUEL BOWSER (100 GAL) INSPECTION:
1.2.7.1.	PERFORMS PERIODIC INSPECTION. Lubricate all points, check tires and accomplish corrosion look phase inspection.
1.2.7.2.	PERFORMS SPECIAL INSPECTION. Check wheel bearings.
1.2.7.3.	PERFORMS UNSCHEDULED MAINTENANCE. Remove, replaces, installs, repair and performs general maintenance on component.
1.3.	DETERMINES SHOP EQUIPMENT INSPECTION/MAINTENANCE REQUIREMENT:
1.3.1.	PERFORMS AIR COMPRESSOR INSPECTION. Performs inspection, maintenance and refueling.
1.3.1.1.	PERFORMS PERIODIC INSPECTION. Check all air line and electrical lines, change dryer filters, inspect motor and generator.
1.3.1.2.	PERFORMS SPECIAL INSPECTION.
1.3.1.3.	PERFORMS UNSCHEDULED MAINTENANCE.
1.3.2.	PERFORMS FLOOR JACK INSPECTION:
1.3.2.1.	PERFORMS PERIODIC INSPECTION. Grease pivot points, operation check, check for wear and cracks.
1.3.2.2.	PERFORMS SPECIAL INSPECTION.
1.3.2.3.	PERFORMS UNSCHEDULED MAINTENANCE.
1.3.3.	PERFORMS DRILL PRESS INSPECTION:
1.3.3.1.	PERFORMS PERIODIC AND CORROSION INSPECTION. Clean and check motor, oil moving parts and table, check safety items.
1.3.3.2.	PERFORMS UNSCHEDULED MAINTENANCE. Perform minor maintenance, replace grinding wheel and brushes.

1.3.4.	PERFORMS BENCH GRINDER PERIODIC INSPECTION. Dress grinding wheel, check safety related items and oil motor bearings.
1.3.5.	PERFORMS OVERHEAD HOIST INSPECTION:
1.3.5.1.	PERFORMS PERIODIC INSPECTION. Check chain for wear, oil points and check safety latch.
1.3.5.2.	PERFORMS WEIGHT CHECK.
1.3.5.3.	INSPECTS NDI HOUSING PRESSURE POINT.
1.3.5.4.	PERFORMS UNSCHEDULED MAINTENANCE.
1.3.6.	PERFORMS HOIST (FLOOR CRANE) INSPECTION:
1.3.6.1.	PERFORMS PERIODIC INSPECTION. Grease all pivot points, check operation and clean.
1.3.6.2.	PERFORMS SPECIAL INSPECTION. Performs weight check. Check chain for wear.
1.3.6.3.	PERFORMS UNSCHEDULED MAINTENANCE. Perform minor maintenance and component replacement.
1.3.6.4.	PERFORMS NDI INSPECTION ON HOOK. Remove and clean hook, fill out forms, deliver to NDI lab, and re-install hook and safety latch.
1.3.7.	PERFORMS TIRE GAUGE INSPECTION:
1.3.7.1.	PERFORMS PERIODIC INSPECTION. Serviceability and air pressure readings.
1.3.8.	PERFORMS BATTERY CHARGER INSPECTION:
1.3.8.1.	PERFORMS PERIODIC INSPECTION. Check cables, meters and over all condition.
1.3.8.2.	PERFORMS UNSCHEDULED MAINTENANCE. Replace cables or power cord.
1.3.9.	PERFORM PRESSURE WASHER SYSTEM INSPECTION:
1.3.9.1.	PERFORM PERIODIC INSPECTION. Check hoses, chemical mixture, pumps, change filters, clean lines.
1.3.9.2.	PERFORM SPECIAL INSPECTION. Back flush system, clean oil/water separator, water trap and empty sediment bag.

1.3. 9.3.	PERFORM DAILY (PRIOR TO USE) INSPECTION. Turn water on, ensure hoses are connected, chemicals are mixing, and heater and pump operating.
1.3.10.	PERFORM FUEL ACCOUNTABILITY: Read fuel gages (meter), account for fuel usage.
1.3.10.1.	PERFORM DAILY DOCUMENTATION OF FUEL USAGE. Documents AF Form 500, <i>Daily and Weekly Fuel Record</i> , day, month, and year.
1.3.10.2.	PERFORM FUEL TANK CUSTODIAL DUTIES: Orders fuel and fills 2000 gallon tank. Coordinate with POL, on tank maintenance and signs fuel receipts.
1.4.	ACCOMPLISHES TIME COMPLIANCE TECHNICAL ORDER. Accomplishes TCTO IAW specified time limit. Cleans, tags, and prepares repairable component identified for repair. Performs operational check and prepares documentation.
1.4.1.	ACCOMPLISHES POWERED TCTO.
1.4.2.	ACCOMPLISHES NON-POWERED TCTO.
1.5.	PERFORMS CORROSION CONTROL. Prepares equipment for painting, applies protective coating, stencil, reflective paint or tape, and prepares documentation.
1.5.1.	PERFORMS POWERED CORROSION CONTROL. Prepares surface prior to painting, sanding, and masking off areas.
1.5.2.	PERFORMS NON-POWERED CORROSION CONTROL. Prepares surface prior to painting, sanding, and masking off areas.
1.6.	PREPARES EQUIPMENT FOR STORAGE/SHIPMENT. Inspects and takes action for surface preparation, application of preservative, evidence of corrosion, shortage of part or accessory, incorrect tire pressure, lubricant leakage, malfunctioning electrical component/fuel system/valve mechanism/cylinder and/or crankcase interior. Prepares, processes, and documents form. Accomplishes missing form and annotates damage received during shipment.
1.6.1.	PREPARES POWERED EQUIPMENT FOR STORAGE/SHIPMENT. DE-fuel/service unit, tape inlets and exhaust outlets. Prepares AF IMTs and /or historical records.
1.6.2.	PREPARES NON-POWERED EQUIPMENT FOR STORAGE/SHIPMENT.
1.7.	PERFORMS SERVICE INSPECTION. Reviews form, services unit, checks serviceability of exterior unit panel, starts unit, services parking brake mechanism, check instruments, checks engine and radiator. Look phase inspection for leaks.
1.7.1.	PERFORMS POWERED EQUIPMENT SERVICE INSPECTION.

1.7.2.	PERFORMS NON-POWERED EQUIPMENT SERVICE INSPECTION.
1.8.	REFUELS UNIT. Refuels shop equipment.
1.9.	PERFORMS ACCEPTANCE INSPECTION. Accomplishes special inspection and test on new equipment. Performs related corrosion control to prevent corroding. Tags and prepares repairable component identified for repair cycle routing.
1.9.1.	PERFORMS POWERED ACCEPTANCE INSPECTION.
1.9.2.	PERFORMS NON-POWERED ACCEPTANCE INSPECTION.
1.10.	PERFORMS PICK UP AND DELIVERY:
1.10.1.	PICKS UP AND DELIVERS EQUIPMENT TO AIRCRAFT. Positions, connects, and disconnects equipment from tow vehicle, travels to and from delivery/pick up point, and sets brake and chocks equipment.
1.10.2.	PICKS UP AND DELIVERS EQUIPMENT, OTHER THAN AIRCRAFT. Test Cell, hanger, fuel dock and other buildings.
1.11.	PERFORMS WARRANTY MAINTENANCE. Maintains warranty document on item, schedules warranty work, and maintains contract maintenance file.
1.12.	SERVICES BATTERY:
1.12.1.	SERVICES GELL CELL BATTERY. Performs test on battery to determine condition and clean.
1.12.2.	CHARGES GELL CELL BATTERY. Places discharged battery on charger, removes battery from charger, and cleans.
1.12.3.	PERFORMS UNSCHEDULED MAINTENANCE. Replaces battery, clean cables and perform operation check.
1.12.4.	DISPOSES OF UNSERVICEABLE BATTERY. Disposes of battery at the Defense Reutilization and Marketing Office (DRMO) facility.
2.	SCHEDULE MANAGEMENT:
2.1.	PLANS SCHEDULED MAINTENANCE. Plans periodic inspection cycle.
2.2.	COORDINATES/CONTROLS MAINTENANCE. Coordinate both unscheduled and scheduled maintenance.

2.3.	MAINTAINS EQUIPMENT STATUS FILE. Maintains report on availability of equipment.
2.4.	MAINTAINS DUE IN FROM MAINTENANCE (DIFM) STATUS.
2.5.	SCHEDULES TIME COMPLIANCE TECHNICAL ORDER (TCTO).
2.6.	RECOMMENDS CANNIBALIZATION.
3.	MATERIAL CONTROL:
3.1.	ORDERS SUPPLY:
3.1.1.	RESEARCHES SOURCE. Determines National Stock Number (NSN) or part number, nomenclature, quantity, technical order figure and index, and Urgency of Need Designator.
3.1.2.	ORDERS PART. Orders part through base supply and documents via issue or turn-in request or supply control log.
3.1.3.	RESOLVES SUPPLY DIFFICULTY. Provides follow-up assistance on supply difficulty action and coordinates action with base supply, Air Force Logistics Center (AFLC), local vendor, and/or item manager.
3.1.4.	PREPARES DD FORM 1348-6, <i>DoD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT</i> . Issues and processes non-National Stock Number (NSN) requisition form for local purchase, suspense's, and distributes for processing.
3.1.5.	PROCESSES LOCAL MANUFACTURE REQUEST. Processes local manufacture request, AF IMT 9, <i>Request for Purchase</i> .
3.2.	RECEIVES SUPPLY:
3.2.1.	RECEIPTS FOR ORDER. Signs receipt, verifies order, annotates suspense control card, and stores order for deferred maintenance.
3.2.2.	VERIFIES ORDER TRANSACTION. Checks document register (DO4) for issue transaction of order status. Verifies validity of work order number, accuracy of unit of issue and cost.
3.2.3.	ISSUES ORDER FOR SCHEDULED AND UNSCHEDULED MAINTENANCE.
3.2.4.	MONITORS WORK ORDER RESIDUE. Prepares bin label and sends to DRMO or base supply if not used in 12 months.
3.2.5.	PROCESSES TURN-IN. Processes accountable item turn-in of maintenance excess, serviceable, repairable, or condemned item.
3.3.	MAINTAINS STOCK LISTING:
3.3.1.	MAINTAINS PARTS STOCK LISTING.

3.3.2.	REVIEWS DUE IN FROM MAINTENANCE (DIFM) LISTING (R26). Reviews R26, coordinates with supply DIFM monitor on status and prepares item for turn-in.
3.3.3.	REVIEWS PRIORITY MONITOR REPORT (R18). Reviews R18, notifies base supply if priority item does not appear on supply listing or does not have a due in date one day after need has been levied, determines cause and corrects.
3.4.	MAINTAINS BENCH STOCK:
3.4.1.	PERFORMS BENCH STOCK REVIEW. Requests adding, changing, or deleting item on master list of authorized bench stock and coordinates with supply's bench stock support unit.
3.4.2.	MONITORS SPECIAL LEVEL REQUEST. Initiates documentation requesting special level, maintains suspense file and initiates follow-up action, maintains file copy of approved request, and reevaluates rejected request.
3.5.	COMPILES TCTO REQUIREMENT:
3.5.1.	PROCESSES TCTO KIT REQUISITION. Processes requisition and distributes when kit is ordered.
3.5.2.	COORDINATES WITH BASE SUPPLY. Coordinates TCTO kit availability and disposition with base supply.
3.5.3.	RECEIPTS FOR TCTO KIT. Receipts for TCTO kit and issues to technician.
3.5.4.	MAINTAINS STATUS OF OUTSTANDING TCTO.
3.6.	MONITORS TOOL KIT:
3.6.1.	ORDERS TOOL. Orders tool, monitors back ordered tool, issues tool, and obtains tool receipt.
3.6.2.	MAINTAINS TOOL KIT. Maintains accountability in custodial receipt folder, monitors change, updates tool kit, performs semiannual inventory, performs inventory when personnel are transferred or when kit is no longer required, accounts for shortage, and maintains custody receipt for tool kit and consolidated tool kit (CTK).
3.7.	MAINTAINS TOOL:
3.7.1.	MAINTAINS PRECISION MEASUREMENT EQUIPMENT (PME). Monitors schedule for PME calibration and certification and maintains PME status file for equipment requiring calibration or certification.

3.7.2.	REVIEWS TABLE OF ALLOWANCE (TA). Performs annual review of TA for equipment authorization.
3.8.	MONITORS HAZARDOUS/RECOVERABLE WASTE. Maintains barrel for waste, assures barrel is properly labeled, turns barrel in to supply when full, and maintains Material Data Safety Sheet.
3.9.	SELECTS USABLE EQUIPMENT FROM DRMO. Selects usable equipment from DRMO, processes document to retrieve item from DRMO into supply system, and establishes equipment on document register.
4.	PLANNING AND SCHEDULING:
4.1.	PERFORMS TASKS ASSOCIATED WITH DEPLOYMENT PREPARATION.
4.2.	PERFORMS TASKS ASSOCIATED WITH UNIT TRAINING ASSEMBLY (UTA) PREPARATION.
5.	UNIT TRAINING ASSEMBLY PREPARATION.
6.	MANAGEMENT:
6.1.	ADMINISTERS PERSONNEL:
6.1.1.	INDOCTRINATES PERSONNEL. Conducts initial interview, makes original job assignment, and acquaints newly assigned personnel with the work center.
6.1.2.	RATES PERFORMANCE:
6.1.2.1.	PREPARES PERFORMANCE REPORT. Develops performance report by researching, evaluating, drafting, proofreading typed copy, marking boxes, and signing completed report.
6.1.2.2.	INDORSES PERFORMANCE REPORT. Develops endorsement by researching, evaluating, drafting, proofreading typed copy, and signing completed report.
6.1.2.3.	NOMINATES PERSONNEL FOR AWARD. Develops recommendation by researching, evaluating, drafting, proofreading typed copy, and signing completed product.
6.1.2.4.	MONITORS MANAGEMENT IMPROVEMENT PROGRAM. Assists subordinate in developing improvement suggestion, and processes suggestion received for evaluation.
6.1.2.5.	MONITORS TRAINING. Reviews training record and monitors progress of subordinate.
6.2.	SUPERVISES PERSONNEL:

6.2.1.	SCHEDULES PERSONNEL. Schedules subordinate supervisor to provide adequate supervisory coverage in proportion to each shift's workload. Schedules leaves and passes.
6.2.2.	DEVELOPS DIRECTIVE. Develops policy, plan, procedure, operating instruction, checklist, and performance standard by researching, drafting, proofreading typed copies, and signs.
6.3.	DIRECTS AND CONTROLS SUBORDINATE WORK CENTER ACTIVITY:
6.3.1.	MONITORS WORK PRIORITY. Monitors scheduled and unscheduled work priority.
6.3.2.	PROVIDES GUIDANCE. Translates the broad management objectives of the unit commander into technical guidance and direction to subordinate supervisors for work force management.
6.4.	ASSISTS UNIT MOBILITY. Assists in the preparation of the unit mobility plan, identifies mobility resources, and evaluates the unit readiness capability.
6.5.	MONITORS SPECIAL AND RECURRING PROJECT OR PROGRAM.
6.6.	REVIEWS INCOMING AND OUTGOING COMMUNICATION. Reviews incoming distribution for information and necessary action. Reviews outgoing distribution for completeness, accuracy of content, and signs, when necessary.
6.7.	REVIEWS REPORT AND STATISTICAL DATA. Reviews report and statistical data for the purpose of evaluating each work center, and identifies exception or trend that requires management attention. Reviews quality control report, makes comment, and signs, when required.
6.8.	INSPECTS FACILITY. Performs periodic inspection of work center for adequate housekeeping and identifies hazard affecting safety, fire, or security. Identifies equipment and facility condition requiring maintenance or repair.
6.9.	INVESTIGATES ACCIDENT OR INCIDENT. Investigates ground or explosive incident and prepares required report.
7.	INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.

Attachment 3**MANPOWER TABLE****A3.1. Standard Manpower Table.**

Air Force Specialty Title	AFSC	Grade	Manpower Requirement		
Aerosp Ground Equip Supvr	2A6XX	Civ	1	1	1
Aerosp Ground Equip Mech	2A6XX	Civ	3	4	5
Total			4	5	6

NOTE. AFSCs may be adjusted at the discretion of the Commander.